Punjab Government Gazette

EXTRAORDINARY

Published by Authority

CHANDIGARH, FRIDAY, APRIL 17, 2026
(CHAITRA 27, 1948 SAKA)

LEGISLATIVE SUPPLEMENT

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	Notification No.G.S.R.31/P.A.9/1994/S.227/ Amd./2026 dated 17.04.2026 containing the draft rules, namely the Punjab Panchayat Samitis and Zila Parishads Employees Service Rules, 2026.	...343-379
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	Nil	

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PART-III

GOVERNMENT OF PUNJAB

DEPARTMENT OF RURAL DEVELOPMENT AND PANCHAYATS

NOTIFICATION

The 17th April, 2026

No.G.S.R.31/P.A.9/1994/S.227/Amd./2026.- The following draft of the Punjab Panchayat Samitis and Zila Parishads Employees Service Rules, 2026, which the Governor of Punjab proposes to make in exercise of the powers conferred by sub- section (2) of section 227 of the Punjab Panchayati Raj Act, 1994 (Punjab Act 9 of 1994), and all other powers enabling him in this behalf, is published as required by sub-section (1) of the said section 227, for the information of the persons likely to be affected thereby.

Notice is hereby given that the draft will be taken into consideration by the Government, on or after the expiry of a period of thirty days from the date of publication of this notification in the Official Gazette, together with any objection or suggestion, which may be received by the Director, Rural Development and Panchayat, Punjab, Vikas Bhawan, Sector-62, Sahibzada Ajit Singh Nagar, from any person with respect to the said draft, before the expiry of the period so specified, namely:-

DRAFT RULES

1. Short title, commencement and application — (1) These rules may be called the Punjab Panchayat Samitis and Zila Parishads Employees Service Rules, 2026.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions—(I) In these rules, unless the context otherwise requires, -

(a) 'Act' means the Punjab Panchayati Raj Act, 1994;

(b) 'Appendix' means an Appendix appended to these rules;

(c) 'Committee' means the District Selection Committee constituted under rule 5 for the purpose of making selection with respect to the appointment in the Service;

(d) 'Director' means the Director, Rural Development and Panchayats;

(e) 'Member' means member of the Service;

(f) 'Service' means the Punjab Panchayat Samitis and Zila Parishads Employees Service; and

(g) 'State Government' means the Government of the State of Punjab in the Department of Rural Development and Panchayats.

(2) The words and expressions used, but not defined in these rules, shall have the same meanings as respectively, assigned to them in the Act and the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts. - The Service shall comprise the posts, specified in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the State Government to add or to reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority. - (1) Appointment to the Service shall be made, -

(i) in the case of employees of a Zila Parishad by the Chief Executive Officer; and

(ii) in the case of employees of a Panchayat Samiti by the Executive Officer.

(2) All appointments to the Service shall be made by the appointing authority on the recommendation of the Committee.

5. Constitution of the Committee. - For the purpose of recruitment under these rules, there shall be a Committee for each District. The Committee shall comprise the following members, namely: -

(i) Chief Executive Officer, Zila Parishad;	-	Chairperson
(ii) Deputy Director, Department of Sports and Youth Services or his authorized representative;	-	Member
(iii) Deputy Director, Department of Defence Services Welfare or his authorized representative;	-	Member
(iv) Deputy Chief Executive Officer, Zila Parishad;	-	Member Secretary
(v) District Development and Panchayat Officer;	-	Member
(vi) District Welfare Officer;	-	Member
(vii) Executive Officer, Panchayat Samiti posted at District Headquarter;	-	Member
(viii) District Social Security Officer; and	-	Member
(ix) Assistant Controller (Finance and Accounts) or Section Officer of Finance Department.	-	Member

6. Method of appointment, qualifications and experience.- (1) Appointment to the Service shall be made in the manner as specified in Appendix B.

(2) No person shall be appointed to any post in the Service unless he possesses the qualifications and experience specified against that post in Appendix B.

(3) As per requisition from the Panchayat Samiti or Zila Parishad, as the case may be, the Committee shall allot candidates from the selection list in order of merit.

7. Criteria for selection. - (1) Requisition for direct appointment to the Service, shall be made category wise (reserved and general) by the Executive Officer, Panchayat Samiti or the Chief Executive officer, Zila Parishad, as the case may be, to the Committee. The Committee shall invite applications from the eligible candidates through advertisement in daily newspapers of Punjabi and English languages having wide circulation in the State.

(2) The application shall be made in the format specified by the Committee along with specified fee in the shape of demand draft or any other electronic mode, as may be determined by the Committee.

(3) Appointment to the post of Clerk, Samiti Patwari and Steno-typist, shall be made on the basis of scores in written test and in accordance with the procedure as laid down in sub rules (4) and (5). Out of total one hundred marks of written test, a candidate shall be required to obtain minimum thirty-three marks but to short list the candidates, total successful candidates should not exceed five times of the vacant posts advertised for recruitment, as per merit of the written test. The manner of written test shall be as under:-

(i) The Committee itself or through outsourcing agency approved by the State Government, shall hold a written test of candidates for direct appointment to the post of clerk, samiti patwari and steno-typist except for the appointments to be made on compassionate ground. The written test shall comprise one hundred questions carrying one mark each as below: -

(a) Language proficiency – twenty-five questions (thirteen questions of Punjabi and twelve questions of English);

(b) General Knowledge – twenty-five questions;

(c) Mental ability – twenty-five questions; and

(d) Mathematical skills – twenty-five questions. (Matric standard level).

(ii) The question papers shall be in English and Punjabi (Gurmukhi script) and the candidates may opt any medium of instructions to

take the written test. Minimum percentage of qualifying marks in written test shall be thirty three percent.

(4) The successful candidates in written test referred to in sub-rule (3), shall appear in computer proficiency test (MS-Office and Typing). The norm for type test shall be 30 words per minute in English and 30 words per minute in Punjabi. In the case of steno typist, a competitive test in stenography shall also be conducted by the Committee at the speed specified by the State Government from time to time.

(5) The Committee shall prepare a merit list of successful candidates for appointment on the basis of scores in written test (computer proficiency and stenography). In case some qualifying candidates obtain equal marks, the candidates senior in age shall be given preference:

Provided that the number of candidates in the merit list prepared by the Committee shall not exceed three times the number of vacancies actually available at the time such merit list is prepared:

Provided further that the merit list of candidates so prepared shall remain valid for a period of one year from the date of declaration of result and after expiry of such period, it will be deemed to have been lapsed.

(6) Appointment by promotion shall only be made from within the same cadre of the Service unless otherwise provided in these rules.

(7) Appointment to the post of Driver, Peon, Sweeper-cum-Chowkidar and Mali-cum-Chowkidar shall be made as per the merit determined on the basis of percentage of marks in their academic qualifications of Middle Standard and Matric Standard or its equivalent qualification from a Government recognized Board or University. The merit list shall be prepared in accordance with the provisions referred to in sub-rule (5).

(8) The provisions of rules or instructions of the Government of Punjab regarding appointment on compassionate grounds, as amended from time to time, shall be applicable to the members of the Service.

8. Pay of members of the Service. - The members of the Service shall be entitled to such scales of pay as given in Appendix A, subject to the conditions provided in section 155 and 196 of the Act.

9. Probation. – The provisions of rule 7 of the Punjab Civil Services (General and Common Conditions of Service) Rules 1994, as amended from time to time, shall mutatis mutandis, be applicable to the members of Service.

10. Seniority.- (1) The provisions of rule 8 of the Punjab Civil Services (General and Common Conditions of Service) Rules 1994, as amended

from time to time, shall be applicable to the members of Service, subject to the provisions of these rules.

(2)The seniority *inter se* of members appointed to the posts in each cadre of the Panchayat Samitis Service and Zila Parishads Service (except Panchayat Officers and Tax Collector), shall be determined by the Executive Officer or Chief Executive Officer on the basis of seniority-cum-merit in future. The seniority of Panchayat Officers and Tax Collector, shall be determined by the Director at State level on the basis of seniority-cum-merit:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority, subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Committee, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Committee, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadres of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows: -

(a) a person appointed by direct appointment shall be senior to a person appointed otherwise;

(b) a person appointed by promotion shall be senior to a person appointed by transfer;

(c) in the case of person appointed by promotion or transfer, the seniority shall be determined according to the seniority of such person in the appointments from which they were promoted or transferred; and

(d) in the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall' be senior to a younger person.

Note.- Seniority of persons appointed on purely provisional basis or on adhoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment. The seniority list operative at present, shall remain intact for the existing employees.

11. Refresher Courses.- State Institute of Rural Development Punjab, shall organize refresher courses for the members of the Service in the field of Panchayat and other laws viz. Gram Panchayat matters, maintenance of village panchayat lands, service matters, finance budgets and accounts, right to information, right to education, information technology, national rural employment guarantee scheme, Central or State sponsored schemes etc. The Institute shall frame an yearly calendar of courses in such a way that the work of the Panchayat Samitis and Zila Parishads suffers to a minimum extent.

12. Reservation in Service.- The reservation for recruitment and promotion in each category of posts shall be made in accordance with the policies framed by the Government of Punjab for it's employees, from time to time. Roaster shall be maintained by the respective appointing authority for all categories of posts.

13. Procedure for promotion.- The appointment by promotion to the Service shall be made by the Chief Executive Officer, Zila Parishad and the Executive Officer, Panchayat Samiti, as the case may be, on the basis of recommendations of Committee keeping in view the seniority – cum-merit and after having considered the annual confidential reports and other service records of persons for promotion.

14. Powers and duties of the Panchayat Officers.- The Panchayat Officer shall exercise such powers and perform such duties as mentioned in Appendix C.

15. Cadre of the Service.- There shall be district cadre of Services for the employees of Panchayat Samitis in a district and a separate cadre for the employees of Zila Parishad:

Provided that there shall be state cadre for the Post of Panchayat Officers and Tax Collectors.

16. Liability to serve.- (1) A member of the Service borne on their respective Panchayat Samiti cadre shall be liable to serve at any place in the offices of District Panchayat Samiti area. A member of the Service borne on Zila Parishad cadre shall be liable to serve at any place in Zila Parishad area. The Chief Executive Officer, Zila Parishad shall be competent to transfer the employees of Panchayat Samitis and Zila Parishad within the Zila Parishad area.

(2) In rare cases for special reasons, the Divisional Deputy Director may transfer any employee of Panchayat Samiti or Zila Parishad to another Panchayat Samiti or Zila Parishad subject to the following conditions, namely:-

(i) issuance of No Objection Certificates by the appointing authorities of Panchayat Samiti or Zila Parishad of both the institutions;

(ii) submission of an affidavit to the effect that the employee seeking transfer shall not claim seniority in the Panchayat Samiti or Zila Parishad wherein he or she is transferred;

(iii) transfer of an employee shall be made against the vacant post of direct appointment; and

(iv) transfer of an employee of a Panchayat Samiti or a Zila Parishad from one division to other division against the post of direct appointment, shall be made by the Director subject to the aforesaid conditions:

Provided that the Director may transfer the Panchayat Officer and Tax collector at any place in the Zila Parishad or Panchayat Samiti in the State of Punjab, as the case may be.

17. Record of Service. - (I) There shall be personal file for every member of the Service in which all papers, record and other documents relating to his Service shall be placed. The file shall contain particulars of the Service Book in the performa specified for the employees of the Government of Punjab, indicating history of service i.e. the date of his appointment, particular of increment, promotion, reward, punishment and all other special events of his career. The Service Book shall also contain the leave account showing a complete record of leave other than casual leave.

(2) A file containing Annual Confidential Report shall also be maintained for each member of the Service.

(3) The Superintendent Grade–II of the Zila Parishad or Panchayat Samiti, as the case may be, shall be responsible to maintain the Service record of all the employees of the Panchayat Samiti and Zila Parishad.

(4) The record of matters relating to seniority shall be maintained by the Director Rural Development and Panchayats for the categories of posts i.e. Panchayat Officer and Tax collector. The record of seniority for other categories of posts shall be maintained by the Chief Executive Officer of Zila Parishad or Executive Officer of Panchayat Samitis, as the case may be.

(5) Each entry in the Service Book shall be certified by the Executive Officer, Panchayat Samiti or by the Deputy Chief Executive Officer, Zila Parishad, as the case may be.

18. Annual confidential reports. - (1) Annual confidential reports of the members of the Service shall be written and maintained in the Proforma and manner as specified by the Director, from time to time.

(2) The authorities for annual confidential reports of the employees of Panchayat Samiti and Zila Parishad have been referred to in Appendix F and Appendix G, respectively.

19. Discipline, punishment and appeal. - (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time, subject to the provisions of these rules.

(2) The authorities empowered to impose penalties keeping in view the provisions of the section 217 of the Act, have been referred to in Appendix D. In case the service of any communication under this rule cannot be made in an ordinary way or electronic mode, the service of the notice, charge sheet or any other communication shall also be made through registered post at the address available in the office. In case any such communication is received back undelivered, a brief notice informing the punishment awarded or requiring the collection of charge sheet or any other communication from the office of the Panchayat Samiti or the Zila Parishad, may be published in the leading Panjabi and English newspapers.

20. Matters not covered under these rules. - (1) Matters relating to grant of leave, provident fund, pension, gratuity and annuity shall be governed under the provisions of sections 155 and 196 of the Act. Authorities Competent to sanction leave admissible to the members of the service shall be such as have been specified in Appendix E.

(2) Other matters not covered under the Act and these rules, shall be governed under the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time or instructions issued thereunder by the State Government from time to time. The Punjab Civil Services (General and common conditions of Service) Rules, 1994, at present in force are contained in the Appendix H.

21. Retirement. - All the matters relating to retirement, premature retirement or voluntary retirement, shall be governed in accordance with the provisions of the Punjab Civil Services Rules.

22. Interpretation. - If any question arises as to the interpretation of these rules, the Director shall be competent to decide the same.

23. Repeal and saving. - (1) The Punjab Panchayat Samitis and Zila Parishads Services Rules, 1965, the Punjab Panchayati Samitis and Zila Parishads Servants (Punishment and Appeal) Rules, 1964 and the Punjab Panchayat Samitis and Zila Parishads (Leaves) Rules, 1967, in so far as these are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under corresponding provisions of these rules.

(2) The posts sanctioned under the Punjab Panchayat Samitis and Zila Parishads Services Rules, 1965 but not included in these rules shall stand abolished. However, the employees appointed on such posts shall continue to work till, -

(a) they retire or resign from service;

(b) they die or are declared to be of unsound mind; or

(c) they are removed or dismissed from Service.

(3) The service matters of 64 employees of 22 District Rural Development Agencies (DRDAs) absorbed in the Zila Parishads or Panchayat Samitis vide notification No. Steno/CPF/2005/1795 dated 13.02.2023, shall be governed under the provisions of these rules subject to the conditions referred to in the said notification, which is annexed at Appendix -I.

APPENDIX -A

[See rules-1(3),3 and 8]

(I) PANCHAYAT SAMITIS STAFF

Serial Number	Designation of the Post	Number of posts	Scale of Pay (In rupees) 5th pay Commission from 01-01-2006		Scale of Pay (In rupees) 6th pay Commission from 01-01-2016	Scale of Pay (In rupees) 6th pay Commission from 01-01-2016
			Pay Band	Grade Pay	Initial pay (Level)	Scale of pay of the post
1	2	3	4	5	6	7
1.	Superintendent Grade-II	154	10300-34800	4200	43000(Level 12, Cell 1)	43000-136000
2.	Senior Assistant	154	10300-34800	3800	38500(Level 11, Cell 1)	38500-122700
3.	Panchayat Officer	154	10300-34800	3200	35600(Level 9, Cell 1)	35600-112800
4.	Tax Collector	33	10300-34800	3200		
5.	Clerk	616	5910-20200	1900	20200 (Level 3, Cell 1)	20200-64000
6.	Samiti Patwari	154	5910-20200	1900	20200 (Level 3, Cell 1)	20200-64000
7.	Peon	154	4900-10680	1300	18000 ((Level 1, Cell 1)	18000-56900
8.	Sweeper-cum-Chowkidar	154	4900-10680	1300	18000 (Level 1, Cell 1)	18000-56900
9.	Mali-cum-Chowkidar	154	4900-10680	1300	18000 (Level 1, Cell 1)	18000-56900

(II) ZILA PARISHADS STAFF

Serial Number	Designation of the Post	Number of posts	Scale of Pay (In rupees) 5th pay Commission on 01-01-2006		Scale of Pay (In rupees) 6th pay Commission on 01-01-2016	Scale of Pay (In rupees) 6th pay Commission from 01-01-2016
			Scale of pay of the post	Grade Pay	Initial pay (Level)	Scale of pay of the post
1	2	3	4	5	6	7
1.	Accounts Officer	23	10300-34800	5000	48700 (Level 16, Cell 1)	48700-154300
2.	Superintendent Grade –II	23	10300-34800	4200	43000(Level 12, Cell 1)	43000-136000
3.	Senior Assistant / Senior Assistant (Accounts)	46	10300-34800	3800	38500(Level 11, Cell 1)	38500-122700
4.	Junior Scale Stenographer (for Chairman)	23	5910-20200	2800	28900(Level 07, Cell 1)	28900-91600
5.	Steno Typist	23	5910-20200	2000	21300(Level 05, Cell 1)	21300-67800
6.	Clerk	92	5910-20200	1900	19900 (Level 2, Cell 1)	20200-64000
7.	Driver	69	5910-20200	2000	21300(Level 05, Cell 1)	21300-67800
8.	Peon	69	4900-10680	1300	18000 ((Level 1, Cell 1)	18000-56900
9.	Sweeper-cum-Chowkidar	23	4900-10680	1300	18000 (Level 1, Cell 1)	18000-56900
10.	Mali-cum-Chowkidar	23	4900-10680	1300	18000 (Level 1, Cell 1)	18000-56900

Appendix -B
(See rule 6)
(I) PANCHAYAT SAMITI

Serial Number	Designation of the Post	Percentage for appointment by		Methods of appointment, qualifications and experience for appointment by	
1	2	3	4	5	6
		Direct appointment	Promotion	Direct appointment	Promotion
1.	Superintendent Grade-II	----	Hundred per-cent	-	From amongst the Senior Assistants of the Panchayat Samitis who have successfully complete probation period and possess 7 years experience as Senior Assistant.
2.	Senior Assistant	----	Hundred per-cent	-	From amongst the Clerks working in the Panchayat Samiti having four years experience and who have successfully completed probation period.
3.	Panchayat Officer	----	Hundred Percent	-	(i) Ninety per-cent from amongst the Panchayat Secretaries who have an experience of working as such for a minimum period of ten years. (ii) Ten per-cent from amongst the Tax Collectors who have an experience of working as such for a minimum period of three years.
4.	Tax collector	----	-	Dying Cadre	-
5.	Clerk	Eight five percent from direct recruitment	Fifteen percent from promotion	(i) Matric with Punjabi as subject; (ii)Graduate in any discipline from recognized university or institution; and (iii) One Year Post Graduate Diploma in Computer application from Government recognized University or Institution.	From amongst the candidates who are matriculates with knowledge of Punjab of Matric Standard and who have an experience of working for a minimum period of five years an any class III post or Class IV post or both and qualify test in Punjabi/English typing held by the appointing authority

6.	Samiti Patwari	Hundred per cent	----	(i) Graduation from recognized University. (ii) Possess at least 120 Hours course with working experience in the use of personal computer or Information Technology in office productivity Applications or Desktop Publishing Applications from a recognized institution or a reputed institution, which is ISO 9001 certified; OR Applicant must have passed matriculation with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi Language, as specified by the Punjab Government from time to time. Selected candidates in written examination, shall undergo one year training in Patwar School and Six month training in field during this period of training only stipend is admissible as per State Government norms as amended from time to time.	---
7.	Peon	Hundred Percent	---	From amongst the candidates who possess matriculate certificate with knowledge of Punjabi.	---
8.	Sweeper-cum-Chowkidar	Hundred Percent	---	From amongst the candidates who possess Middle standard certificate with knowledge of Punjabi.	---
9.	Mali-cum Chowkidar	Hundred Percent	---	From amongst the candidates who possess Middle standard certificate with knowledge of Punjabi.	---

(II) ZILA PARISHAD

Serial Number	Designation of the Post	Percentage for appointment by		Methods of appointment, qualifications and experience for appointment by	
1	2	3	4	5	6
		Direct Appointment	Promotion	Direct Appointment	Promotion
1.	Accounts Officer	-----	Hundred Percent	---	From amongst the Superintendent Grade II of Zila Parishads who possess: - (i) Degree in graduation of any stream; and (ii) Six years' experience as Superintendent Grade– II.
2.	Superintendent Grade–II	---	Hundred per cent	---	From amongst the Senior Assistants of the Zila Parishad who have successfully completed probation period and possess 7 years experience as Senior Assistant.
3.	Senior Assistant/Senior Assistant (Accounts)	---	Hundred percent	---	From amongst the Clerks working in the Zila Parishad having four years experience and who have successfully completed probation period.
4.	Junior Scale Stenographer (for Chairman)	----	Hundred Percent	---	From amongst the Steno-typists who have an experience of working as such for a minimum period of one year and who have qualified in the departmental test in stenography held by the appointing authority.
5.	Steno-Typist	Hundred percent	---	From amongst the persons who are graduate from a recognized University or Institutions or its equivalent; and i) who have qualified in a competitive test in stenography held by the Selection Committee at the speed specified by the Government from time to time. ii) Who possess a Computer Information Technology Course	---

					equivalent to 'O' Level certificate of Department of Electronics Accreditation of Computer Courses (DOEASCC) of Government of India.	
6.	Clerk	Eight five percent from direct recruitment	Fifteen percent from promotion	(i) Matric with Punjabi as subject; (ii)Graduate in any discipline from recognized university or institution; and (iii) One Year Post Graduate Diploma in Computer application from Government recognized University or Institution.	From amongst the candidates who are matriculates with knowledge of Punjabi of Matric Standard and who have an experience of working for a minimum period of five years on any class III post or Class IV post or both and qualify test in Punjabi/English typing held by the appointing authority	
7.	Driver	Hundred Percent	---	From amongst the candidates who are matriculates and have an experience of driving cars for a minimum period of four years and have – (i) driving license of light vehicles viz cars/jeeps/matadors. (ii) knowledge about mechanism of the vehicles to be certified by the Transport Department. (iii) a normal vision without glasses.	---	
8.	Peon	Hundred Percent	---	From amongst the candidates who possess matriculates certificate with knowledge of Punjabi.	---	
9.	Sweeper-cum- Chowkidar	Hundred Percent	---	From amongst the candidates who possess Middle standard certificate with knowledge of Punjabi.	---	

APPENDIX -C

(See rule 14)

Powers and duties of Panchayat Officer.- The Panchayat Officer shall have the following powers and duties to,-

(i) supervise the field staff to improve their efficiency in work and conduct;
(ii) inspect the Gram Panchayats;
(iii) ensure timely audit of Gram Panchayats by audit authority;
(iv) ensure the maintenance of records of Gram Panchayats and record pertaining to Shamlat lands and other Gram Panchayat lands;
(v) follow up the cases of unauthorized occupation over Gram Panchayat lands or Shamlat lands before various authorities;
(vi) persue the cases or claim properly before various Courts or Authorities;
(vii) act promptly to complete the works/ projects of Gram Panchayats in time;
(viii) ensure timely disposal of letters received from the Government by coordinating with field staff and supply the information in time as sought by the Government or other authorities;
(ix) ensure the proper utilization of grants received by the Gram Panchayat from the Government under various schemes;
(x) ensure full and timely recovery of taxes levied by the Gram Panchayat to increase the source of income; and
(xi) any other duty as may be assigned.

APPENDIX -D

[See rule 19(2)]

AUTHORITIES COMPETENT TO IMPOSE PUNISHMENTS AND APPELLATE AUTHORITIES

Designation of the Post	Nature of Penalties	Punishing Authority	Appellate Authority	Revision Authority
1	2	3	4	5
(A)PANCHAYAT SAMITI EMPLOYEES				
	(a) Minor Penalties-			
1. Superintendent Grade-II 2. Panchayat Officer 3. Senior Assistant 4. Tax-Collector 5. Clerk 6. Samiti Patwari 7. Peon 8. Sweeper-cum- Chowkidar 9. Mali-cum- Chowkidar	(i) Censure (ii) Withholding of his Promotions (iii) Recovery from his pay of whole or part of any pecuniary loss caused by him to the Panchayat by negligence or breach of orders (iv) Withholding of increments of pay without cumulative effect.	Executive Officer, Panchayat Samiti	Deputy Commissioner	Divisional Commissioner

	(b) Major Penalties	Chief Executive Officer Zila Parishad	Deputy Commissioner	Divisional Commissioner.
	(i)Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not, the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay.			
	(ii)Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service.			
	(iii) Compulsory retirement			

	(iv) Removal from service which shall not be disqualification for future employment under the Government or any local Authority or Government undertaking. (v) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government local Authority or Government undertaking.				
(B) ZILA PARISHAD EMPLOYEES					
	(a) Minor Penalties-				
1. Accounts Officer	(i) Censure	**Chief Executive Officer,**	**Divisional Commissioner**		**Administrative Secretary, Rural Development and Panchayats**
2. Superintendent Grade-II	(ii) Withholding of his Promotions				
3. Senior Assistant/Senior Assistant (Accounts)	(iii) Recovery from his pay of whole or part of any pecuniary loss caused by him to the Panchayat by negligence or breach of orders.				
4. Junior Scale Stenographer (For Chairman)					
5. Steno Typist	(iv) Withholding of increments of pay without cumulative effect.				
6. Clerk					
7. Driver					
8. Peon					
9. Sweeper -cum- Chowkidar					
	(b) Major Penalties				

	(i)Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not, the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay. (ii) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service. (iii) Compulsory retirement (iv) Removal from service which shall not be disqualification for future employment under the Government or any local Authority or Government undertaking.	**Chief Executive Officer**	**Divisional Commissioner**	**Secretary, Rural Development and Panchayats.**

				(v) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government local Authority or Government undertaking.	

APPENDIX -E

(See rule 20)

Competent Authorities to sanction leaves

Panchayat Samiti				Zila Parishad			
Serial No.	Kind of Leave	Competent Authority to sanction leave		Serial No.	Kind of Leave	Competent Authority to sanction leave	
1	2	3		1	2	3	
1.	Casual Leave per calendar year (for male and female employees)	Superintendent Panchayat Samiti (Upto 3 days)	Executive Officer (More than 3 days)	1.	Casual Leave per Calendar year [for male and female employees)	Superintendent Zila Parishad (upto 3 days)	Deputy Chief Executive Officer (More than 3 days)
2.	Other Leave made admissible to the members of service by the State Government	Executive Officer Panchayat Samiti (upto 30 days)	Chairman Panchayat Samiti (More than 30 days)	2.	Other Leave made admissible to the members of service by the State Government	Deputy Chief Executive Officer Zila Parishad (upto 30 days)	Chief Executive Officer Zila Parishad (More than 30 days)

APPENDIX -F
(See rule-18)
AUTHORITIES FOR ANNUAL CONFIDENTIAL REPORTS OF PANCHAYAT SAMITIS STAFF

Serial Number	Designation of the Post	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
1.	Superintendent Grade-II	Executive Officer	Deputy Chief Executive officer Zila Parishad	Chairman Panchayat Samiti
2.	Senior Assistant	Superintendent Grade-II	Executive Officer	Chairman Panchayat Samiti
3.	Panchayat Officer			
4.	Tax Collector			
5.	Clerk			
6.	Samiti Patwari			
7.	Peon			
8.	Sweeper-cum-Chowkidar			
9.	Mali-cum-Chowkidar			

APPENDIX -G
(See rule-18)

AUTHORITIES FOR ANNUAL CONFIDENTIAL REPORTS OF ZILA PARISHAD STAFF

Sr. No	Designation of Post	Reporting Authority	Reviewing Authority	Accepting Authority
1	2	3	4	5
1.	Accounts Officer	Deputy Chief Executive Officer	Chief Executive Officer	Chairman Zila Parishad
2.	Superintendent Grade-II	Deputy Chief Executive Officer	Chief Executive Officer	Chairman Zila Parishad
3.	Senior Assistant	Superintendent Grade-II	Deputy Chief Executive Officer	Chief Executive Officer
4.	Junior Scale Stenographer (for Chairman)			
5.	Steno-typist			
6.	Clerk			
7.	Driver			
8.	Peon			
9.	Sweeper-cum-Chowkidar			

APPENDIX -H

(See rule 20)

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATION REFORMS

(PERSONNEL POLICIES BRANCH-1)

NOTIFICATION

The 4th May, 1994

No.G.S.R.33/Const./Art.309/94.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely :----

1. Short title, commencement and application.-----(1) These rules may be called the Punjab Civil Services (General and common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of State of Punjab.

2. Definitions.- (1) In these rules, unless the context otherwise requires,-

(a) "appointment authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;

(b) "Board" means the Subordinate Service Selection Board, Punjab, or any other authority constituted to perform its function;

(c) "Commission" means the Punjab Public Service Commission;

(d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

(e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;

(f) "recognised university or institution" means,----

(i) any university or institution incorporated by law in any of the State of India ; or

(ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules ;

(g) ''Service'' means any Group 'A' Service, Group 'B' Service or Group 'C' Service, constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix ;

(h) ''Service Rules'' means the service rules made under Article 309 of the Constitution of India regulating the recruitment and condition of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

(i) ''War hero'' means a defence services personnel or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in war declared so by Government of India, in operations in Kargil or any other sector in J. and K. in the on going conflict with Pakistan other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country ; or

(ii) A defence services personnel or a para-military forces personnel who was a bona fide resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra : provided that,---

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though bona fide residents of Punjab State are closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (II), the benefits to be given by the State Government will be restricted only to first generation dependent member/next of the kin.

Note.--- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of persons appointed to the Service.---(1) No person shall be appointed to the Service unless he is,

(a) a Citizen of India ; or

(b) a Citizen of Nepal ; or

(c) a Subject or Bhutan ; or

(d) a Tibetan refugee who came over to India before the Ist day of January, 1962 with the intention of permanently settling in India ; or

(e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India :

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment, unless he produces,----

(a) a certificate of character from the Principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution ; and

(b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.---(1) No person,---

(a) who has entered into or contracted a marriage with a person having a spouse living ; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service :

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.--- (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on Ist day of January of the year

immediately preceding the last date fixed for submission of application by the Commission or the Board, as the case my be :

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts :

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India :

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War-Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit.--- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service Rules, or in Government instructions, the upper age limit for appointment to any Service or for any category of persons, is different from thirty five years, it shall be deemed to have been increased by two years.

6. Qualification etc.--- Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for the Service :

Provided that where appointment of Group 'A' and Group 'B' non-technical post is offered to a war Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Group 'A' and Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. Probation.--- (1) A person appointed to any post in the Service shall remain on probation for a period of two years. If recruited by direct appointment and one year if appointed otherwise :---

Provided that,---

(a) any period, after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

(b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation ;

(c) any period of officiating appointment to the Service shall be reckoned as period spent on probation ; and

(d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.

(2) if, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, it may,---

(a) if such person is recruited by direct appointment, dispense with his service or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment ; and

(b) if such person is appointed otherwise,---

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,---

(a) if this work and conduct has in its opinion been satisfactory----

(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactory, if he is not already confirmed ; or

(ii) declare that he has completed his probation satisfactory, if he is already confirmed ; or

(b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules----

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ; or

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1) :

Provided that the total period of probation including extension, if any, shall not exceed three years.

8. Seniority.---The seniority inter se of persons appointed to posts in each cadre of the Service shall be determined by the length of continuous service on such post in that cadre of the Service :

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the commission or the Board, as the case may be, shall not be disturbed :

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post :

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso :

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows :---

(a) a person appointed by direct appointment shall be senior to a person appointed otherwise ;

(b) a person appointed by promotion shall be senior to a person appointed by transfer ;

(c) in the case of person appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred ; and

(d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment ; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of such service is also the same, an older person shall be senior to a younger person.

Note.---Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. Liability of members of Service to Transfer.--- A member of Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume-I, Part-I.

10. Liability to Serve.---A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, Pension and other matters.---In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. Discipline, Penalties and Appeals.---(1) In the matter of discipline, punishment and appeals a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination.--- Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.---Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

15. Minimum Educational and other qualification.--- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognized University or Institution; and

(ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in office

Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics. Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Clerk in terms of the provisions of sub-rule (1), shall have to qualify a test in Punjabi typewriting either on computer or on manual typewriter, to be conducted by the Board or the appointing authority, as the case may be one year from the date of his appointment.

(3) In case, the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period for which he could not qualify the said test:

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from defence services or depended member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person will, however, be not required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

16. Minimum educational and other qualification for appointment to the Steno-typist Grade-II or Junior Scale Stenographer Grade-II.---No person shall be appointed by direct appointment to a post of a Steno-typist Grade II, or a Junior Scale Stenographer Grade II under the Punjab Government unless he,---

(a) possesses the Bachelor's Degree from a recognised University or Institution ;

(b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at speed to be specified by the Government from time to time; and

(c) possesses at least on hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity application or Desktop Publishing application from a Government recognized institution or a reputed institution, which is ISO 9001, certified; or possesses a Computer Information technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

17. Knowledge of Punjabi Language.---No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation Examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi Language, which may be specified by the Government from time to time :

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualification for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle Standards :

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language.

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Services.---(1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.

(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.

(c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

(2) Debarring for consideration for promotion of a Government employee who refuses to accept promotion.---In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion : Provided that in case where the appointing authority is satisfied that a member of service has refused to accept promotion under the circumstance beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.

19. Power to relax.---Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons :

Provided that the provisions relating to educational qualification and experience, if any, shall not be relaxed.

20. Over-riding effect.---The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. Interpretation.---If any question arises as to the interpretation of these rules, the Government shall decide the same.

''APPENDIX''
(See rule 21)

Group 'A' Post in initial entry revised scales of pay having a maximum of Rs. 11,660 or more:

Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.

Group 'B' Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659, ;

Group 'C' Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639.

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

APPENDIX -I
(See rule- 23)
GOVERNMENT OF PUNJAB
Department of Rural Development and panchayat
(IRDP Branch)
NOTIFICATION

No. Steno/CPF/2005/1795 Dated SAS Nagar the, 13.02.2023

In view of the winding up of District Rural Development Agency (DRDA) Administration Scheme by the Government of India vide their letter no. R 20015/2/2020-DRDA (Comp. no. 372742), dated 01-11-2021, the Governor of Punjab is pleased to absorb 64 employees of 22 District Rural Development Agencies (DRDAs) in Zila Parishads/Panchayat Samitis as follows :-

1. Due to non-availability of 20 posts, as mentioned in table below, these are created as Dying-Cadre:

Sr. No.	Name of Zila Parishad	Designation	Number of Post
1)	Zila Parishad Patiala	Assistant Project Officer (M) Investigator	01 01
2)	Zila Parishad Ludhiana	Assistant Project Officer (M) Superintendent Grade-2	01 01
3)	Zila Parishad Sangrur	Assistant Project Officer (M)	01
4)	Zila Parishad Moga	Assistant Project Officer (M)	01
5)	Zila Parishad Roopnagar	Assistant Project Officer (M)	01
6)	Zila Parishad Ferozepur	Assistant Project Officer (M)	01
7)	Zila Parishad Mansa	Assistant Project Officer (M)	01
8)	Zila Parishad Shri Muktsar Sahib	Assistant Project Officer (M)	01
9)	Zila Parishad Bathinda	Assistant Project Officer (M) Superintendent Grade-2	01 01
10)	Zila Parishad Kapurthala	Assistant Project Officer (M)	01
11)	Zila Parishad Barnala	Investigator	01
12)	Zila Parishad Malerkotla	Superintendent Grade-2	01
13)	Zila Parishad Amritsar	Superintendent Grade-2 Investigator	01 01
14)	Zila Parishad Gurdaspur	Superintendent Grade-2	01
15)	Zila Parishad Hoshiarpur	Superintendent Grade-2	01
16)	Zila Parishad Jalandhar	Superintendent Grade-2	01
Total			20

It is further added that the aforesaid 20 posts are created with the condition that after the retirement of the officers/employees to be absorbed on these posts will deemed to be

terminated/these posts will be co-terminus and no recruitment / promotion will be given / done by the Administrative Department on these posts.

2. District Rural Development Agencies (DRDAs) will stand dissolved after absorption of 44 employees of 22 District Rural Development Agencies (DRDAs) of the State on the equivalent vacant posts of the Department (to be filled by Direct Recruitment) in Zila Parishads/Panchayat Samitis. And, these 44 posts shall be treated as revived, if the same are lying vacant more than one year.

3. Movable & immovable assets of 22 District Rural Development Agencies DRDAs of Punjab State will be handed over to the respective Zila Parishads.

4. Assets/Liabilities of the 22 District Rural Development Agencies (DRDAs) of Punjab State will be transferred to their respective Zila Parishads.

5. In regard to the retirement benefits to absorbed employees of the District Rural Development Agencies (DRDAs) in Zila Parishads;

(i) Accepting new appointment, counting past service only for giving retirement benefits;

(ii) No past service towards seniority will be given to the absorbed employees of the District Rural Development Agencies (DRDAs) in Zila Parishads/Panchayat Samitis. An affidavit/undertaking to this effect from the concerned absorbed employee shall be obtained. The seniority will be fixed below the previously appointed / posted in the cadre posts;

(iii) The rules /provisions of the New Defined Contribution Pension and Contributory Provident Fund under this scheme will apply to the absorbed employees/staff and these benefits will be provided to them;

(iv) The benefit of old pension scheme will not be available;

(v) Absorbed employees will be given retirement benefits considering their previous service when the rules of New Defined Contribution Pension Scheme are implemented; and

(vi) Since Additional Deputy Commissioner (Rural Development) works on deputation in District Rural Development Agencies (DRDAs) and after the dissolution of District Rural Development Agencies (DRDAs), the salary of the officers posted on the post of Additional Deputy Commissioner (Rural Development)-cum-Chief Executive Officer in Zila Parishads will be drawn from the funds of Zila Parishads against the post of Chief Executive Officer, Zila Parishad.

6. Any issue involved shall be decided in view of the rules/instructions of the Department of Finance and the Department of Personnel and on the advice of the SAS Cadre officer of the Department.

7. These orders shall come into force with immediate effect superseding any earlier orders related to this issue.

8. These orders are issued in compliance of the approval of the Council of Ministers in the meeting dated 06-01-2023 conveyed by the Cabinet Affairs Branch, Department of General Administration vide letter no. 01/08/2023-1/Cabinet/218 dated the 06-01-2023.

SAS Nagar
Datc: 03-02-2023

(K. SIVA PRASAD), IAS
Additional Chief Secretary to Government of
Punjab Department of Rural Development & Panchayats.

Sd/-
AJIT BALAJI JOSHI,
Administrative Secretary to Government of Punjab,
Department of Rural Development and Panchayats.

3694/4-2026/Pb. Govt. Press, S.A.S. Nagar.